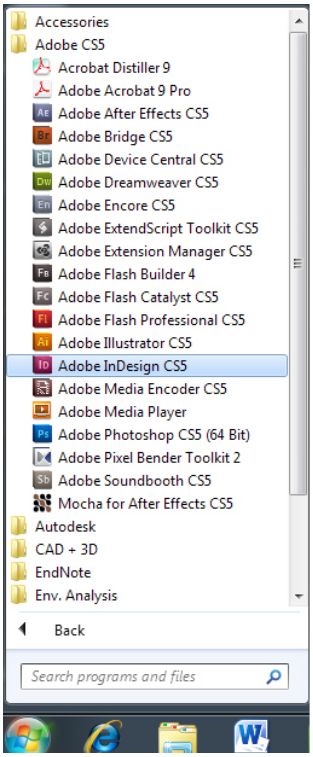
ADOBE INDESIGN BEGINNERS' TUTORIAL

LAUNCHING INDESIGN

Start > All programmes > Adobe CS5 > Adobe Indesign CS 5

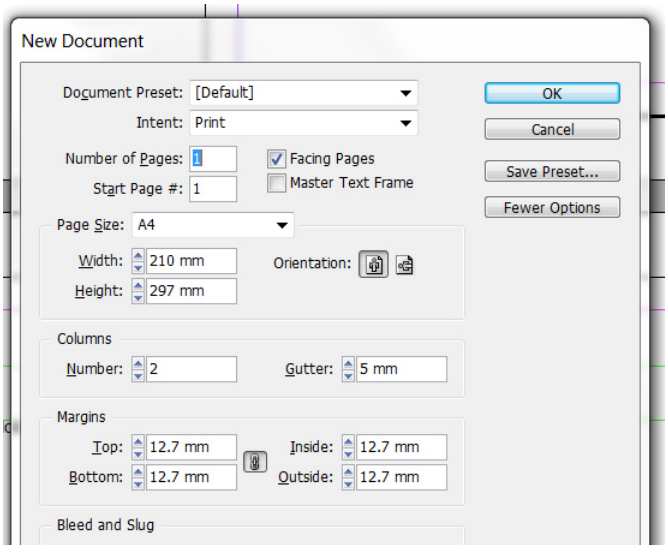


SETTING UP NEW DOCUMENT

File > New > Document

Set up number of pages, page size and orientation

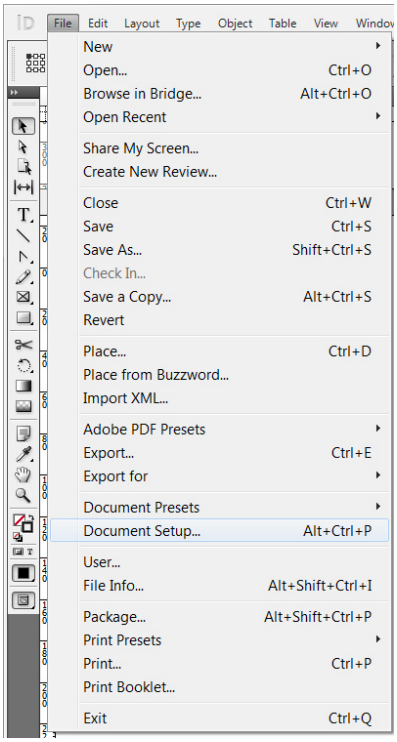
Press OK

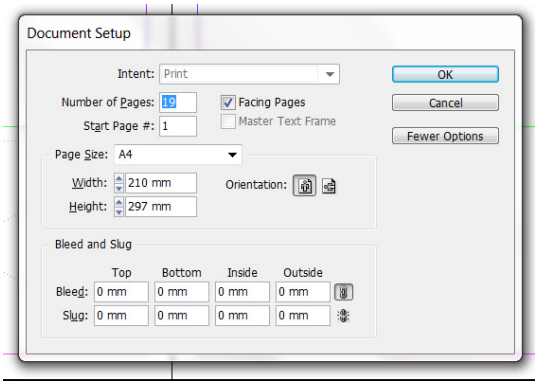


MODIFYING DOCUMENT SETUP

To modify the document set up, go to file > Document Setup

Change the size and/or the number of pages



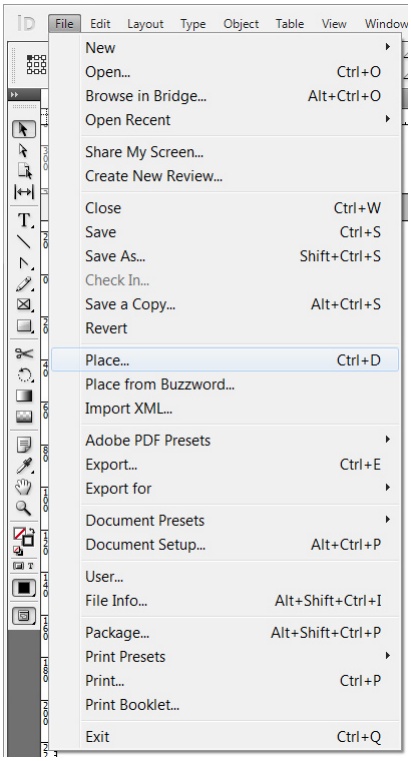


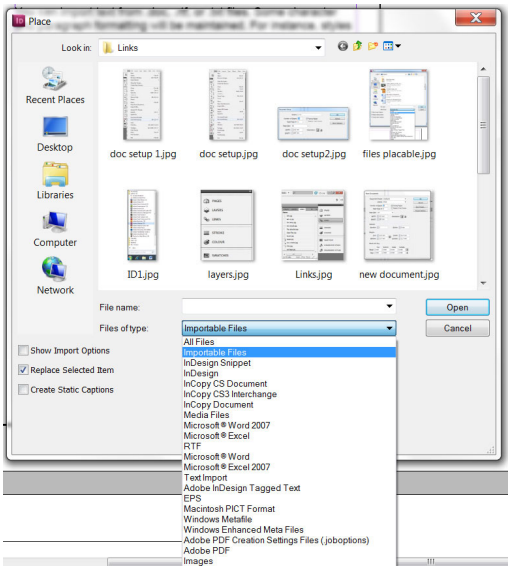
IMPORT TEXT OR IMAGE

File > Place (or Ctrl + D) to import content from other applications

You can import text from .doc, .rtf, or .txt files. Some character and paragraph formatting will be maintained. For instance, styles can be imported from MS Word, but most page-layout such as margin and column settings will be ignored and will need to be re-applied in InDesign.

Typical images formats for use in InDesign documents are .tif, .ai and .eps. You can also import .jpg, .gif, .psd and .png files.
A .pdf file can be imported into an InDesign page, and layout, graphics, and typography
will be preserved, but you will not be able to edit a placed PDF page within InDesign.



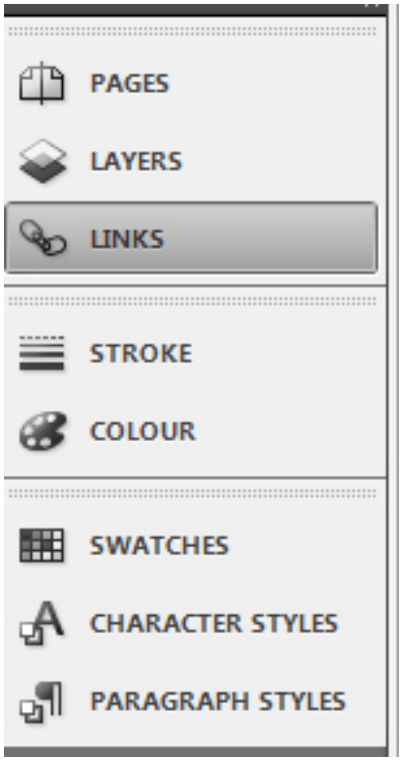


PALETTES

InDesign provides both menu commands and palettes for formatting and arranging your pages. Palettes can be tucked away on the right side of the application window (click on bar), or tabs can be torn out of the group to be dragged around the screen, grouped, and regrouped.

To add additional palettes:

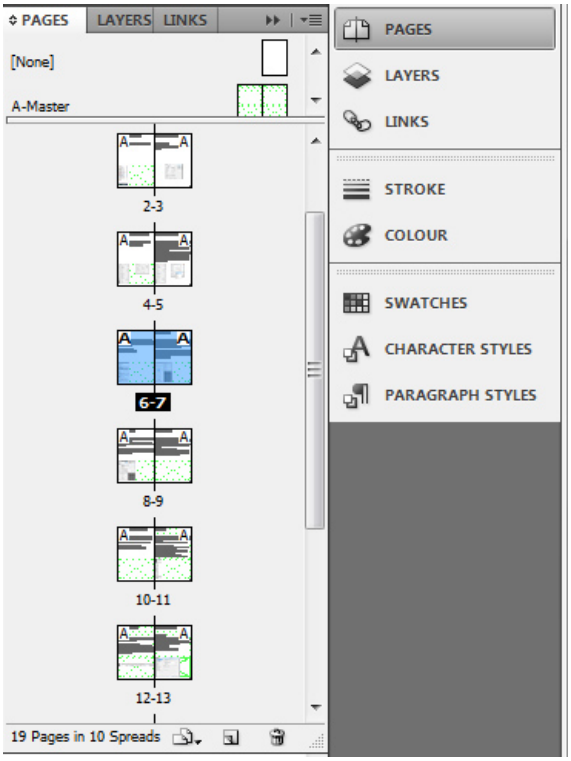
window > choose palette wanted



PAGE PALETTE

Use the page palette to navigate pages, rearrange pages, and attach pages to master pages (see below).
• Use the Pop-out menu off the Page Palette to insert/delete pages or spreads.
• Drag and drop the pages on the palette to rearrange page order.
• Double-click on a page icon to go to that page

Other methods to navigate pages
• To move ahead one full page, on your keyboard, press OPTION + the down-arrow.
• Use the page navigation buttons or pop-out menu at the bottom of the document
window to change pages.

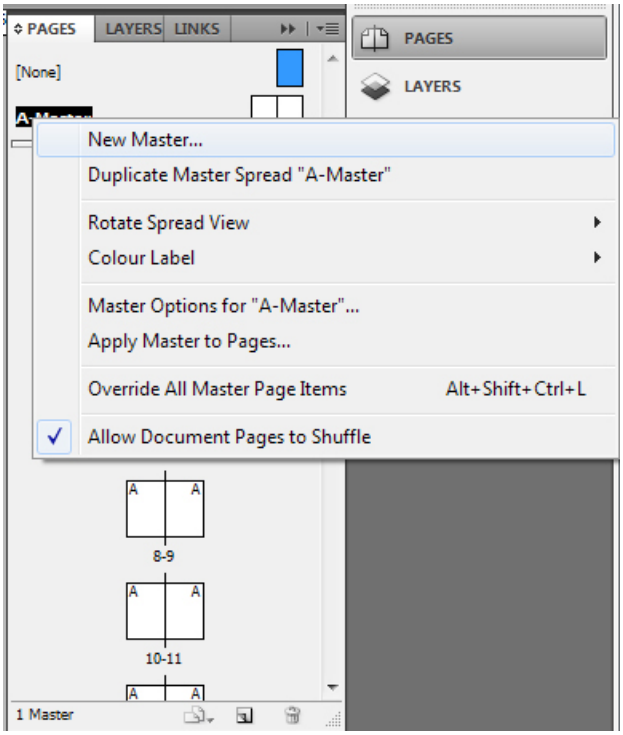


MASTER PAGES

It’s convenient and efficient to use master pages for repeated layouts or layout elements.

For instance, you may want to use a master page to include a consistent header and footer on each page, and to include page numbering.

To create a Master page:
By default, Indesign has a set of master pages. You may choose to edit these, or to add more master pages, right click on the pages palette > New Master



APPLY MASTER

In the Page palette, click on the page icon (Shift-click to select multiple pages), then in the pop-out Options menu for the Pages palette, choose > Apply Master to pages.

(You can also just drag and drop the Master icon at the top of the Pages palette onto the page icon that you want to attach to the Master).

To detach a page from a Master page
Click on the page number, then use the Page Options menu to choose > Apply Master, and choose [None] (or drag the [None] icon onto the page icon in the pages palette.

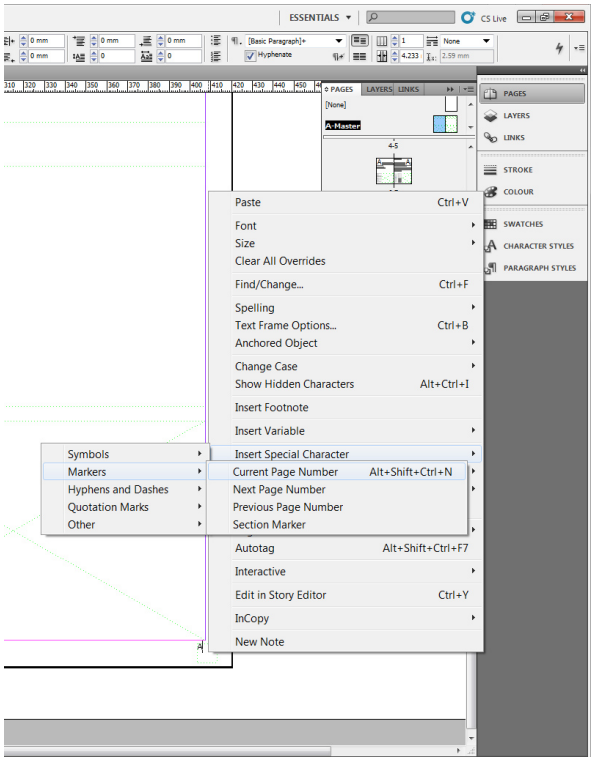
SETTING UP MASTER PAGES

You may layout text boxes and image placement boxes in the master pages to create sets of standard layouts for your document.

For text, simply use the type tool (T) to drag out a text box.

For images, use rectangle frame tool (F).

To activate the boxes, press ctrl + shift + left click.

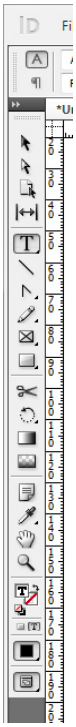


TOOLBOX

To choose a tool click on an icon in the Toolbox. Once you move the cursor over the page, the cursor will change to indicate which tool is in use.

Some tools are applied by simply clicking, others, you drag.

There are several groups of tools:
• The Select tools are used to reposition, or pick page elements for editing
• Drawing tools create shapes and text
• Transform tools alter the size and shape of page elements (rotate, scale, etc.)
• View tools help to navigate pages
• Color Picker tools choose stroke and fill colors
• The Window View buttons hide and show the Pasteboard



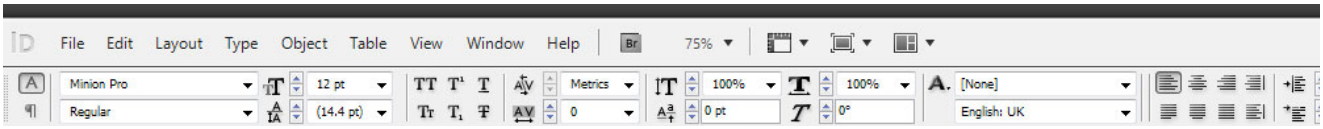
WORKING WITH TEXT

Text blocks

Drag the Text tool to create a text block, then type into the block. You can also draw a shape with a tool such as the oval or polygon tool, then type into the shape.

Formatting text with the Control palette
If you don’t see the Control Palette, go to Window > Control.
The Control Palette changes depending on what tool is in use.
When the Text tool is in use you see attributes for formatting text.

The control palette will enable you to change the font, size and insert special character.



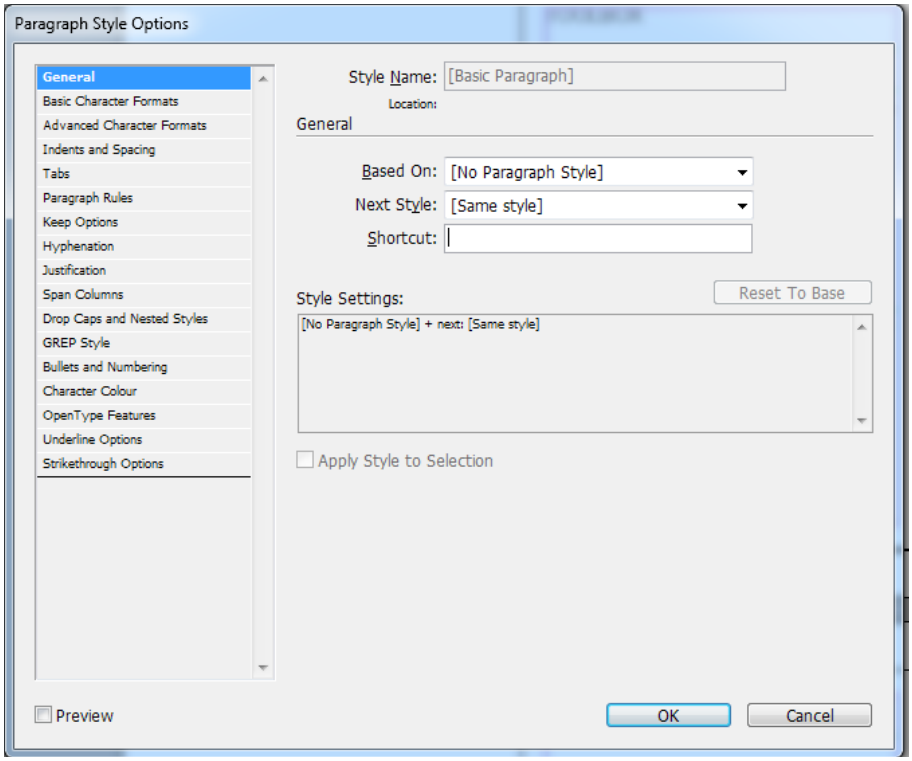
PARAGRAPH STYLES

Paragraph Styles

Use paragraph styles to format regular blocks of text. Headline, subheadings and a body style are the most commonly used paragraph styles. You may also want heading and footer styles. In addition to font and size attributes, paragraph styles can include indents, lines before and after, line height, etc.

To edit paragraph styles

in the paragraph palette, right click > Edit



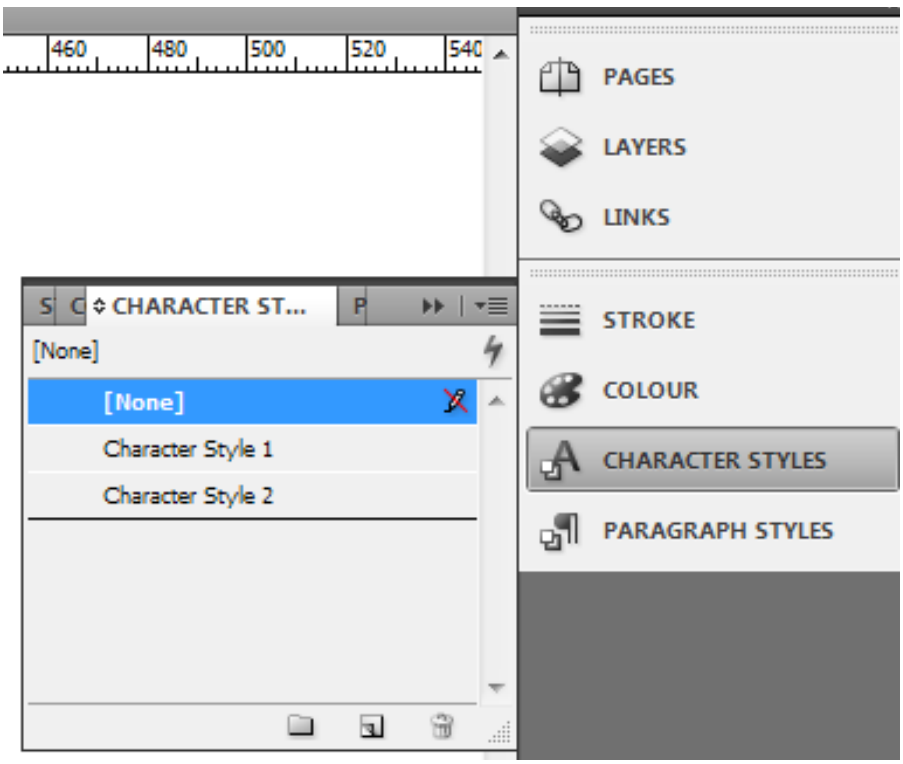
CHARACTER STYLES

Character Styles
Apply Character styles to selected text within a paragraph.

Open up the character styles palette by clicking on windows > styles > character style

same as paragraph styles, to edit, right click in the palette > edit

to create new character, select create new style button located on bottom right corner of the character styles palette pop up box.



WORKING WITH IMAGES

Placing image files:
The most common way to insert an image is:
1. Go to File > Place...
2. Select the image file from the dialog box and click OK.
3. When you return to the page you'll see the "place" cursor.
4. Click. The image will appear on the page as an object.

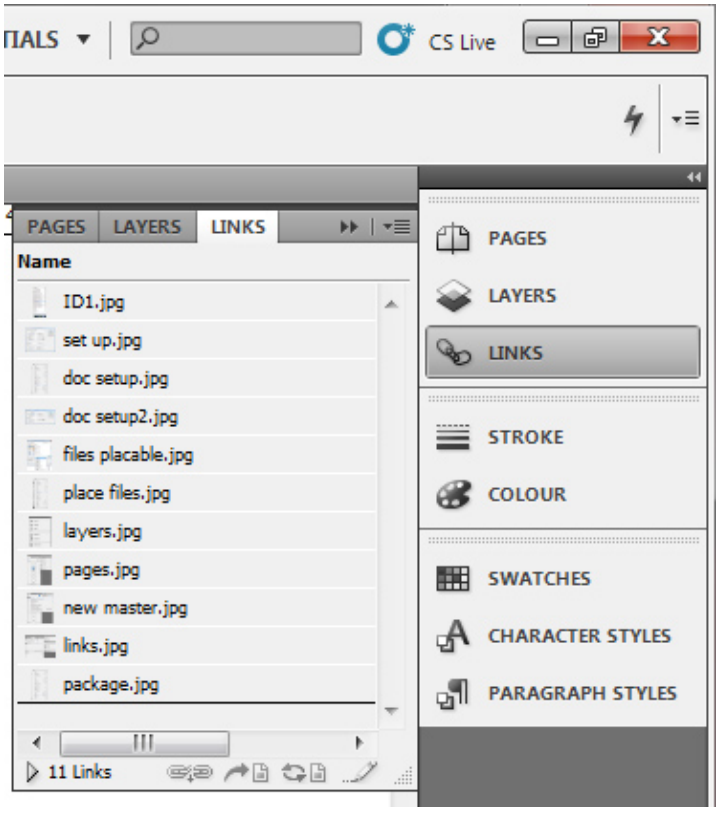
To move the placed image:
Get the Select tool and drag the image to a new position
To scale, rotate or flip the image...
Use the same trnsform commands as you would on any object (page 7).
To adjust the color or to run a filter on a linked image...
1. Open the image file in an image editing program such as Photoshop for bitmaps
or Illustrator for vector graphics.
2. Make your changes and save the file.
3. Return to InDesign and, with the image selected, go to the Links palette
Options menu and choose > Update Link...

LINKS

Most images placed into Indesign are linked, not embedded.

The list is shown in the Links palette. This means that the image file is separate from the indesign file and the directory structure must be maintained to maintain the link.

Embedded Files:
You can choose to “embed “ a linked file by selecting the image, then going to the Link
palette Option Menu and choosing > Embed File.

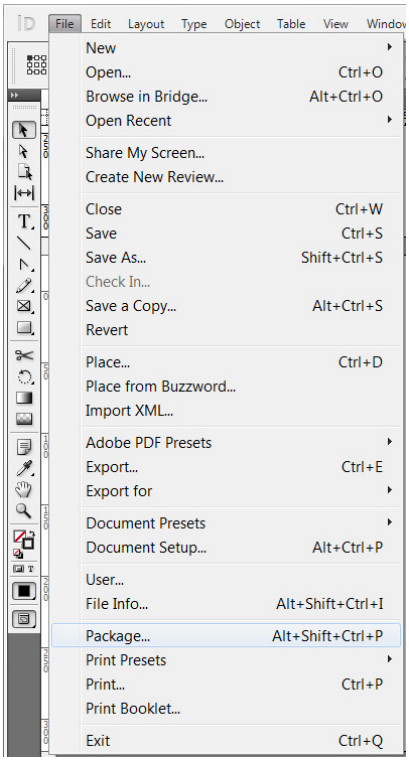


PACKAGING FILES

As mentioned before, when files are placed into indesign, the files are linked and remain separate. Thus, if the indesign file is simply saved using the ‘save’ or ‘save as’ option, once moved into other drives or locations, the links are disrupted and can go ‘missing’.

In order to maintain the relationship between your link files with your indesign file, always choose to package the file.

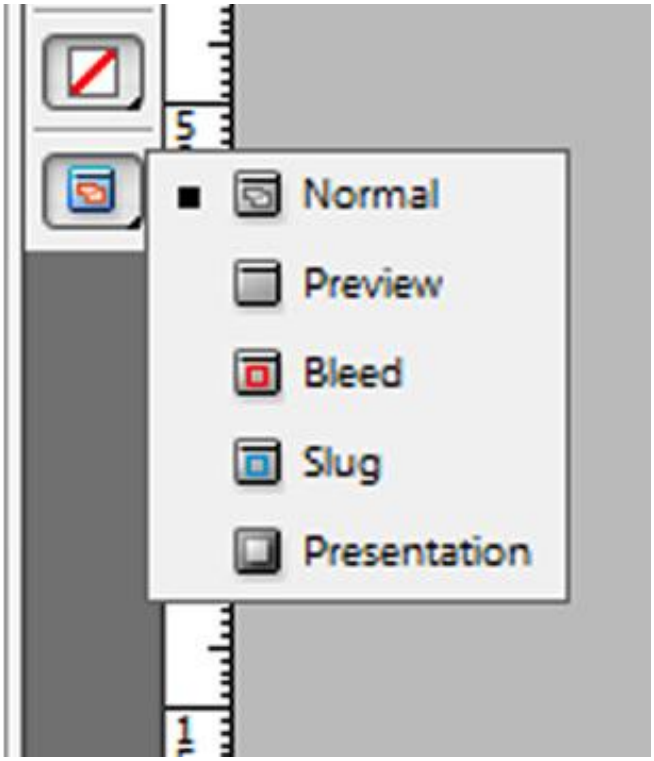
This creates a folder which saves the indesign file as well as the links. (the links are copied into a separate folder called ‘links’ within the package.)



DISPLAY PERFORMANCE

Images can be displayed with a placeholder, at low resolution or at high resolution.
• To change display settings document-wide, go to InDesign > Preferences > Display Performance.
• To change display quality for an individual image, RIGHT-Click on the image then choose a display quality.

Alternatively, you can select a preview mode from the toolbars as shown below:



EXPORTING FILES FOR PRINT

Indesign files may be exported to pdf or jpeg images for printing.

Pdf file format is recommended for mixed media work as it works for both vector and rasterised files.